

Assistant Leasing Officer (Fresh Market)

Responsibilities

- Assist in new tenancy liaison, renewal negotiation, marketing analysis compilation
- Monitor variances in various leasing control parameters such as income receivable, vacancy, trends, price, competition and customer turnover

Requirements

- Degree holder in Statistics, Management Science or related disciplines
- Minimum 1 year solid experience in property leasing
- Strong knowledge in tenancy and facilities management with shopping mall or fresh market experience is advantageous
- Proactive and have good connections with retailers and property agencies
- Good PC skills , particularly in Excel (Vlookup & Pivot Table) and Powerpoint
- Good command of spoken and written English & Chinese
- Fresh graduate will also be considered

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate with qualifications and working experience to the right candidates. Fringe benefits for staff include annual leave, paternity leave, birthday leave, volunteering leave, medical scheme (include eligible dependents), life insurance, Employee Unit Purchase Plan and performance-based incentives.